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17 March 1960

MEMORANDUM FOR:

Director of Training

THROUGH

Executive Officer 10

SUBJECT

: Weekly Activities Report No. 4 Instructional Services Branch 22 January - 17 March 1960

I. SIGNIFICANT ITEMS

A. Film Production

Security Film

All work on the sound stage involving the third sequence
25X1A9a

devoted principally to casting the fourth and final sequence
25X1A9a

and shooting odds and ends of the film which
can be accomplished at Headquarters which allows the Director
to spend some time participating in interviewing actor
candidates.

25X1A9aThe role of " is the most difficult one in this film to cast. On 14, 15, and 16 March, seventeen persons were interviewed and tested and, as usual, the next to last candidate came closest to possessing the qualities we are looking for. She will probably be cast in the role provided her office (OSI) sees fit to make her available.

If casting can be completed this week, set design and construction will begin next week at the week at the with shooting to 25X1A6a begin no later than 28 March.

Production is running approximately three weeks behind schedule due to illness of one of the actors and delays caused by inclement weather.

Four to five weeks will be required to shoot the final sequence.

Rushes of all film exposed to date have been viewed and appear satisfactory.

braved the ice and snow to drive to last week and give us a very helpful and artistic hand in

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25X1A6a

SECRET

CONFIDENTIAL decorating nine walls of a set.

в. Audio Aids Section

Nothing of significance to report.

C. Visual Aids Section

25X1A8a

The following represents accomplishments of the stated period:

JOT - Mount photos, assorted sizes, total 5.

Management Staff - Chart, large size, Organization of DDP.

Registrar - Layout drawings for OTR Support exhibit.

Article headings for "Bulletin" periodical, total 4, rough sketches complete and OK.

LAS - photo and prints, small, mounted w/lettered captions, total 25.

Intelligence School - Display for support exhibit, "Commo" 45% complete.

> Revisions to 3 charts, assorted sizes, CIA Organization.

Revisions to 2 display panels - OSI.

Ops School - Charts, small size, total 3.

Ops Support - Revisions to large chart, "Projects Approval Procedure."

Revisions to DDP flip charts

Large chart - Area Division Organization 4 large charts - Organization of CIA, DDI, DDS, and DDP.

Flip chart page,

25X1A8a

Display, OCR, 65% complete.

ISB - Signs, photos, etc. to be used in Security film.

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25X1A9a